

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120152-6

REPORTS INVENTORY

DDS/OL/SD-94

PREPARE IN DUPLICATE

XXXXXXXXXX

1. TITLE OF REPORT (if a fill-in report include Form No.)

Stock On Hand Acquisition Difference 4255

2. TYPE
OF
REPORT☒ STATISTICAL☐ NARRATIVE☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

LOGISTICS

MEDICAL

TRAINING

SECURITY

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Monthly

6. DISTRIBUTION (No. of components not
number of copies)

2

7. FORMAT (memorandum, form
computer print-out, etc)

8. ADP PROCESSING

☒

YES

NO

IF YES GIVE ADP PROCESSING NO.

303

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Computer Print-Out

10. PREPARING COMPONENT (include lowest level
contributing information to report)OCS, OL/SD/SMB/GMMS
OF11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT | = | COST PER REPORT | <input checked="" type="checkbox"/> TIMES PREPARED | = | COST PER YEAR |
|-------|----------------|---|---|--------------------|---|---|---------------|
| GS-7 | 3.89 | 2 | | 7.78 | 24 | | 186.72 |

B. COSTS OF COMPUTER PRODUCED REPORTS

| | | | | | | | |
|--|--|--|--|-----|----|--|------|
| | | | | .06 | 48 | | 2.88 |
|--|--|--|--|-----|----|--|------|

TOTAL COSTS PER YEAR

189.60

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is required for financial analysis.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐

CHANGE

☐

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

5 Oct 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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AC/OL/SD/SMB/GMMS

18. EXTENSION

FORM
9-70

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